

1 — Modes of Written Communication

You will be asked to write in a variety of modes for several uses in your professional career. You will be asked to write in a variety of modes for several uses in your professional career. You will be asked to write in a variety of modes for several uses in your professional career.

Which form of communication would you use to write a letter to a client?

- a. Direct
- b. Indirect
- c. Indirect
- d. Indirect

2 — Composing Effective Messages and Documents

You are in the military and have been asked to prepare a lengthy report for a group of politicians and other officials. It is critical that everything in the report be clearly understood by the audience so that the politicians being made will be well-informed and able to make decisions. Which military document is the report that you will be writing for your audience?

How should you write the report?

- a. Direct and concise, and use a clear and simple style in the report.
- b. Indirect in all the beginning of the report, but then use a direct style.
- c. Indirect in all the beginning of the report, and a direct style in the end.
- d. Direct style in the beginning, but then use a direct style in the end.

3 — Structuring an Email Message or Memo

You are drafting a new organizational policy. You are drafting a new organizational policy. You are drafting a new organizational policy.

In the memo, professional advice the organizational information where?

- a. In the opening
- b. In the opening
- c. In the opening
- d. In the opening

Which form of communication would you use to write a letter to a client?

Which form of communication would you use to write a letter to a client?

Interpreting Written Communication Study Guide

JG Myers



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